Office of Acquisition Management and Financial Assistance
FINAL Operating Plan for FY 2005
as of February 28, 2005
(updated 03/31/05, 04/30/05)

Vision: Business Brokers for Program Success.

Mission: Facilitate business solutions for DOC mission success.

Values: Collaboration, respect, learning, results-oriented

Goals and Strategies

1. **Customer Service**
   A. Improve overall customer satisfaction with our service.

   B. Effective Service Partnership: Increase our responsiveness, communication, and cooperation with customers.

2. **Financial**
   A. Minimize administrative costs

   B. Use purchase card to reduce administrative costs and processing time.

   C. Maximize contract cost avoidance.

3. **Internal Business Processes**
   A. Acquisition Excellence: Provide leadership and promote effective quality control.

   B. Become an implementer of innovative and successful best practices.

   C. Promoting the value of the Business Broker.

4. **Learning and Growth**
   A. Increase availability and access to information for strategic management and decision making.

   B. Prepare the workforce as business brokers who partner with customers for DOC mission success.

Codes: *Italic Bold* - Procurement Executive Sade's Priorities
      Italic Bold Underline - CFO/ASA Wolff's Priorities

Customer Perspective

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Communications/ Technology	OAMFA **Website** as a Map for Case for Change o finalize SOP for Website o communication vehicle for business brokers o standardization of content o update web content o on-going maintenance	Mary Mozingo Kevin Crowley	OAMFA Directors, OAMFA Staff, OAMFA Customers, ASI	01/31/05 on-going monthly monthly		03/15/05	Customer Service: Improve overall customer satisfaction with our service.	% satisfied w/timeliness more responsive
Human Capital/ Policy	Implement and Communicate **DAO 208-2**	Leslie Andrecs	OMO, OGC, CFO, Acquisition Council, HCO's	06/30/05			Customer Service: Improve overall customer satisfaction with our service.	
Human Capital/ Policy	Provide DOC Acquisition Community with relevant and timely acquisition **policy and guidance**	Nancy Barrere,	CAS, OGC, Acquisition Council	On-going			Customer Service: Improve overall customer satisfaction with our service.	% satisfied with quality of the work performance

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure

Communications	Continue implementation of **Business Case for Change**
	o update Case for Change milestones (incorporate FY 05 initiatives – business process, commodity teams)
	o develop and implement charter for Acquisition Council's Communications Team
	o draft communication strategy
	   - appropriate vehicles
	o finalize annual report
	o outreach to CIO, CFO
	o Acquisition and Grants Councils
	o outreach strategy for:
	   - CAS
	   - CASD
	   - FA
	   - CAPPS
		Chris Makris
		
		Mary Mozingo
			OAMFA Directors, BPOs, Acquisition Council, Grants Council	02/28/05
				
				05/31/05
				
				04/30/05
				monthly
				quarterly
							Effective Service Partnership: Increase our responsiveness, communication and cooperation with customers	% customers satisfied with responsiveness, cooperation, and communication skills

Human Capital/ Policy	Role and use of **Grants and Acquisition Councils** - charters o Acquisition Council Meetings (01, 05, 07, 10) o Grants Council Meetings (03, 06, 10)	Nancy Barrere FA Director	OAMFA Directors, BPOs, Acquisition Council, Grants Council	quarterly quarterly				

Financial Perspective

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Business Process	**OAMFA's IT Governance** Internal Initiatives o Implement **Internal** Change Control Board	Debra Young	OAM Directors and representatives, CIO, ASI	03/31/05	06/15/05			
	o Implement **External** Change Control Board			03/31/05	06/15/05			
	o **CBS (CBE) Interface** - test - rollout - conversion - training - implementation	Tom Cochran		04/30/05 02/28/05 03/31/05 04/15/05 09/30/05	07/31/05 07/31/05 07/31/05			
	o Support IT Steering Committee Initiatives	Kevin Crowley		On-going				
	o Meet regularly with Technology Team, CIO	Debra Young		On-going				
	o Assess and fix OAMFA Shared Drive (**G Drive**) - CAS - FA - Management - Admin - CASD - CAPPS	Mary Mozingo		02/28/05 03/31/05 04/30/05 05/31/05 06/30/05 07/30/05				

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Technology	o Develop business case for **web acquisition environment** (CBE using the Acquisition Council's Technology Team)	Debra Young/Tom Cochran	OAM, CIO, CAS CAPPS, Acquisition Council, BAH	08/15/05				Cost to Spend Ratio
	o **Earned Value Management Reports** - CBS (CBE) - EARS Build II	Cochran Stern		03/30/05 monthly	monthly			
	o Internal system initiatives - assist CAS with the implementation of ~~Internet~~ interactive Business Opportunity Page (iBOP)	Kevin Crowley		03/31/05	06/30/05	04/19/05	Minimize Administrative Cost	

	- update security plans
	  -- OAMFA Website
	  -- Balanced ScoreCard
	  -- CSTARS
	  -- EARS
	  -- Workforce Assessment Data Base
				09/30/05			Measure on BSC	

	- update architecture diagrams			04/31/05		03/23/05	-Employee Satisfaction	
	o CBE training and documentation - assess & identify training needs - consolidate training documentation for an enterprise-wide solution	Crystal Davis		06/30/05			-Customer Satisfaction	
	EARS/Balanced ScoreCard Interface o implement Build 1 according to project plan	Yancey Stern		03/15/05 on-going	04/08/05	04/08/05		
	o operate and maintain Build 1 o develop cost estimate for FY 05 Build 2 & define Build 2 requirements			03/11/05	04/30/05	04/18/05		

	o RFP Issued			05/11/05			

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Business Process	Implement the Purchase Card Process o Default and reconciliation o Review and streamline purchase order/ payment issues	Mike Anastasio /Dan Alexander	CAPPS	10/01/05			Use Purchase Card to Reduce Administrative Costs and processing Time	% of actions under $25K using purchase card
								Ratio of rebates to purchase card transactions

Human Capital/Policy	Manage and improve the DOC Purchase Card Program in support of Smart Pay	Dao Vissering	Commerce Bankcard Center Acquisition Council, OFM, OAS, OIG	On-going			Maximize Contract Cost Avoidance	Cost avoidance through use of purchase card
								% Prompt Payment Interest paid of $ total $ distributed
								    Dollars obligated as % of overall budget
								    Purchasing costs as % of overall budget

Internal Business Processes

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure

Business Process	Improve the quality of the **Grants** program
	
	o increase outreach to OAMFA Grants community
	  - plan
	  - implementation
	  - Grants Management Conference
	
	o implement the **Case for Change for Grants**
	  - develop strategic DOC grants re-engineering
	  - identify risk management techniques through the strategic plan
	  - develop and implement Automated Grants Process (ASAP)
	
	o develop and implement **Grants Balanced ScoreCard**
		Chris Makris
		
		Bev Manley
		
		Gary Johnson
		
		Gary Johnson
			OGC, OIG, Grants Council
			
			Mary Mozingo
			
			Mary Mozingo
				
				06/30/05
				
				02/28/05
				
				TBD
				
				06/30/05
				
				09/30/05
							Acquisition Excellence: Provide leadership and promote effective quality control	% of cost schedule and performance goals met

Business Process	*Develop Strategic Plan for Competitive Sourcing Program*
	
	o inventory to OMB
	o *complete Feasibility Study for 168 FTEs*
	o revised plan targets to OMB
	o annual FAIR Act Report
	  - OMB
	  - Congress
	o link to Budget
	o link to HR (Six Step Process)
		Maile Arthur	CASD, CAS, CIO, OFM, OHRM, all DOC	
				
				06/30/05
				
				07/31/05
				09/30/05
				
				12/31/05
								% of cost schedule and performance goals met

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Human Capital/Policy	*Implement the COR Program*	Curtina Smith	Customers, Acquisition Council, HC Team	09/30/05				% of cost schedule and performance goals met

Human Capital/Policy	Manage Integrated Acquisition Planning and **Review Board** Process
	o manage Acquisition Review Board (ARB)
	o develop and implement guidance
	  - DAO
	  - CAM Chapter
		Greg Crider	OCIO,ASI-policy task, Acquisition Council, Budget, OGC, OHRM, OAS, OSY	On-going
				
				06/30/05
					09/30/05			

Human Capital/Policy	~~Conduct~~ Participate GOES-R review (Office of Budget has the lead)	Greg Crider	OCIO, Budget, OGC,OHRM, OAS, OSY, ESA, Census	quarterly				
Business Process	**IAA/MOU** Policy for **OS** o implementation plan o implementation completed o tracking of OS MOUs o implement OS Interim Checklist	**Dan Alexander/** Donna Calacone	w/ Mary for Dept. Level	03/15/05 04/15/05 03/01/05 03/15/05		03/15/05 04/15/05 10/01/04 03/15/05		
	Implement **commodity sourcing** recommendations (SOFTWARE ACQUISITION) o develop process o staff and implement **one** commodity team	Greg Crider	CIO, BAH, CAS, Acquisition Council	04/30/05 09/30/05	ON HOLD		Acquisition Excellence: Provide leadership and promote effective quality	

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Human Capital/Policy	Integrate **IT Security** into Acquisition Process o rollout training o implement OIG Action Plan o coordinate Acq Comm participation in annual compliance review	Curtina Smith Dao Vissering Policy Team Lead	CIO, OIG, Acquisition Council, HC Team, Bureaus, OHRM	05/30/05 05/30/05 09/30/05		04/22/05	control	
Business Process	Develop Department-wide **IAA/MOU** Guidance o IAA Task Force meetings o Questionnaires to IAA Community o Best Practices o Draft Manual o Final Manual	Mary Mozingo	Task Force, CAS, OGC, Acquisition Council, Budget, Financial Management	Monthly 02/15/05 03/31/05 05/15/05 06/30/05		03/01/05		

Technology	***Analyze, standardize, and document, & implement enterprise-wide acquisition data elements and business process***
	
	o C.buy/C.requestion (contract administration /CSTARS/ORSI/FPDS-NG/COR module)
	  - Data Dictionary
	  - Bureau Specific Data
	  - Business Process
	
	o reporting EARS Build 2
	
	o IAA/MOU Module
	
	o acquisition strategic planning vs SAM
		Crystal Davis
		
		Crystal Davis
		
		Tom Cochran
			Acquisition Council, CBE Users, CACI, Booz Allen Hamilton, CAS, CAPPS	03/15/05
				04/30/05
				07/31/05
				
				07/31/05
				
				07/31/05
				
				04/30/05
					03/31/05
					
					~~04/30/05~~
					ON HOLD
						03/31/05		Ratio of protests sustained by GAO and COFC
								% of contract dollars for socio economic goals
								% competitive procurement of total procurements
								
								(as a functional expert on CSTARS will interface w/ Business Process)

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Business Process/ Grants	Improve DOC Grants **Indirect Cost** Audits Program o develop improvement plan o implement plan o provide a monthly listing of indirect cost information to department Grants offices o evaluate the effectiveness of process	Beverly Manley/Gary Johnson	DOC Grants Council,	04/30/05 on-going			Become an implementer of innovative and successful acquisition practices.	
Human Capital/Policy (Grants)	Update **Grants Manual** o outline review processes o determine priorities o initiate DAO changes - DAO 213-5: Audit Resolution	Gary Johnson	OGC, DOC Grants Council, Grant Specialists	03/31/05 04/30/05 06/30/05	ON HOLD as of 03/31/05			
								% of total dollars for commercial items
Technology	DOC Implementation of **IAE** Participate in meetings and develop and implement a strategy to communicate to acquisition community o IGT o eSRS o FPDS-NG o FBO o FedTeDS	Crystal Davis Mary Mozingo George Ralis Yancey Stern Greg Coss Greg Coss	CASD, Acquisition Council, CFO Council, CIO Council, CAMS Communications	Monthly			Become an implementer of innovative and successful acquisition practices.	# of actions using electronic commerce

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Technology	*Implement Grants Automation* o Grants.gov - MBDA applications posted - NOAA, NIST applications posted - EDA, ITA applications posted o NOAA Grants ONLINE - complete Grants business case - PE decision to go with system "live" - complete Enterprise System Requirements Definition - expand to other grants offices	FA Director	Bus. Process Grants Communication, CASD	04/01/05 07/01/05 FY06 01/31/05 04/01/05 07/01/05 12/30/05				
Resource/ Financial Management	Address **Internal Administrative Business** Processes and Accountabilities o issuance of SOPs on procedures o revamp personnel action system o implement budget tracking system o move to Consolidated Centralized Operations (Admin Team) o develop the secretarial pool for increase efficiency - begin a rotation process	Maile Rasco - Arthur		On-going 11/01/04 03/31/05 10/31/05 12/15/04		12/13/05		Employee and Management surveys

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Business Process	Implement COMMITS **NexGen** o award Master Contract o finalize fee structure o finalize Ordering Guide o implement IBOP (CECOM) o NexGen Kick-Off o complete COMMITS financial/management assessment	Patti Stang Patti Stang Dan Alexander Alex/Stang Crowley/Johnson (ASI) Alex/Stang T. O'Bryant	CAS, OGC, OFPP, OSDBU, OEB, Census NOAA, OCIO, CAPPS, NIST, ASI	01/14/05 02/15/05 02/28/05 03/31/05 04/05/05 04/15/05	 05/31/05	01/21/05 03/21/05 03/21/05 04/25/05 04/05/05		% of eligible dollars and actions for PBSC
Business Process	**Enterprise-Wide Contracting** o develop approach o obtain approach approval o conduct market research o complete procurement o market results as best practice	Dan Alexander/ Donna Calacone		 03/08/05 03/22/05 04/22/05 06/23/05 07/20/05	 O5/17/05 05/24/05 10/01/05 11/01/05	 04/27/05		% of scheduled initiatives schedule and implemented
Business Process	*CAS Reorganization* o resource allocation approved by SPE o resource allocation approved by CFO o begin space reconfiguration o coordinate with OB, OFM, OAS, OHRM o waivers completed o job announcement o selection completed o finish space configuration o update DAO 208-XX o report quarterly on cost to spend ratio o report quarterly on employee and customer satisfaction	 M.Anastasio Mike Sade D. Alexander M. Anastasio Maile Arthur OHRM OHRM M. Anastasio T. O'Bryant Donna Calacone System Support System Support	Sade, Arthur, CFO, OFM, OB, OAS, OHRM, ASI	 01/19/05 01/27/05 01/28/05 02/02/05 02/18/05 03/11/05 03/16/05 03/18/05 03/29/05 05/01/05 07/01/05 07/01/05	 O4/15/05 05/13/05 05/31/05 08/01/05 07/22/05 TBD 10/01/05	 01/19/05 01/28/05 04/15/05 04/15/05		

Learning Growth

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Technology	o Assess CBE **Users Groups**	Tom Cochran	CASD, CAMS Support Center, CIO, CSTARS Users, CAMS Users	07/30/05			Learning and Growth: Increase availability and access to information for strategic Management and Acquisition. Decision Making	Extent of reliable management information
Human Capital/Policy	Implement **Balanced ScoreCard** tools and institutionalize program o publish FY 04 results o validate/update FY 05 survey questions o establish targets for FY 05 and beyond o report - FY 05 1st and 2nd quarters results o develop draft BSC program guide o report – FY 05 3rd quarter results o report – FY 05 4th quarter results o analyze FY 05 data	David Carter	CASD, Acquisition Council, HCOs, HC Team	01/31/05 03/01/05 03/31/05 04/30/05 05/30/05 07/31/05 10/31/05 on-going	05/30/05 05/30/05 ON HOLD	02/04/05		
								% contractors in Business Partners network

Team	Initiative	Lead	Collaboration	Due Date	Revised Date	Date Completed	Goal/Objective	Measure
Human Capital/Policy	***Develop and Implement Human Capital Plan*** o rollout database o conduct workforce assessment o standardize 1102, 1105, 1106 position descriptions o develop Acquisition Community HC plan	Curtina Smith Virna Evans	Contract Support, CASD, Acquisition Council, HCOs, HC Team, OHRM	04/30/05 06/30/05 06/30/05 09/30/05	07/31/05 08/30/05			% Acquisition employees meeting education requirements as defined by Clinger-Cohen
Human Capital/Policy	DOC Acquisition/COR Conference	~~Nancy Barrere~~ Virna Evans	Contract Support, Acquisition Council, HC Team COR, CIO Procurement	06/30/05	10/31/05			% acquisition employees meeting mandatory training requirements as defined by the agency.
								% employees satisfied with the professionalism, culture and values